

OPEN ACCESS POLICY

1. Purpose and Context

- 1.1 Open Research principles, including the prompt dissemination and accessibility of research outcomes, are integral to the University of Huddersfield's mission. The Open Access (OA) policy is designed to ensure that the University of Huddersfield meets OA requirements for applicable research outputs, whilst encouraging the advancement of a broader Open Research culture.
- 1.2 UK Research and Innovation (UKRI), the European Commission, the Wellcome Trust, and other funding bodies now require their funding recipients to publish applicable research outputs in accordance with their own funder OA policies. This policy is distinct from such funder policies, and, where applicable, researchers must comply with their funder's policy in addition to this one.

2. Scope

- 2.1 This policy applies to all authors of research outputs, including academics, researchers, administrative staff, and students, who produce outputs from their research. This includes outputs that are created, co-created, authored, or co-authored by University of Huddersfield staff, as well as those affiliated with the University of Huddersfield. This policy also applies to aforementioned authors who co-author with national and international collaborators.
- 2.2 This policy applies to all original peer-reviewed journal articles and conference contributions published with an International Standard Serial Number (ISSN) that are submitted from 14 October 2025.
- 2.3 The University repository (Pure) is maintained as a permanent and secure online archive from 1 December 2017. Pure provides a single point of public access to electronic copies of research outputs, including those defined in section 2.2 of this policy.
- 2.4 Authors with Pure user accounts are responsible for depositing their own research outputs, as outlined throughout section 3 of this policy. Authors without a Pure user account who publish outputs listed in Section 2.2 should contact the Pure team within Research & Innovation (see Section 3.11) as early as possible, and no later than three months after the acceptance date of the output, to ensure OA compliance.

3. Policy Requirements and Author Responsibilities

- 3.1 Authors are responsible for obtaining clearance for the rights that any third parties may hold in a research output before it is deposited in Pure, and for checking that journal and publishers' OA policies are compliant with both this policy and any relevant funder policies.
- 3.2 Authors must deposit their applicable research outputs (defined in section 2.2 above) in the University repository (Pure) within three months of acceptance. This will consist of the Author Accepted Manuscript (AAM), or, where the publisher allows, the final published version.
- 3.3 The AAM will be shared under a Creative Commons Attribution (CC BY) licence upon first online publication, unless the Pure team within Research & Innovation has been consulted and an exception has been agreed (see sections 3.6 to 3.8).
- 3.4 Authors must ensure that their journal articles and conference contributions acknowledge the source of funding and carry the correct institutional affiliation: "The University of Huddersfield". Authors should also include their ORCID iDs where possible.
- 3.5 Authors' published papers should include a Data Access Statement explaining where the underlying research materials, such as data, samples, or models, can be accessed. In cases where there are ethical, legal, or commercial restrictions that prevent the data from being shared, or where there are no new data associated with a publication, the Data Access Statement should be used to provide this context. Information on the curation of research data is covered in the University of Huddersfield's [Research Data Management Policy](#).
- 3.6 As outlined in its [Intellectual Property Policy](#), the University may at its entire discretion waive its right to copyright in certain scholarly works. In exchange, each University of Huddersfield author shall automatically and in advance grant to the University a non-exclusive, irrevocable, worldwide licence to make the AAM of applicable research outputs (defined in section 2.2) publicly available under the terms of a Creative Commons Attribution (CC BY) licence. This arrangement is widely known as a form of 'rights retention', and its purpose is to empower University of Huddersfield authors to publish in their preferred venues while still complying with OA mandates.
- 3.7 Authors are encouraged to include a rights retention statement (RRS) in article submissions (see section 5.9) and must do so if required by their funder. However, failure to apply a RRS does not affect the licence granted in section 3.6.
- 3.8 This policy recognises that there may be situations where it is not possible to meet the requirements of section 3.6, e.g. for outputs that depend on the reproduction of third-party content for which sufficient rights could not be

granted. Where authors believe an exception may apply, they should refer to next steps in section 3.11.

- 3.9 Authors should deposit other types of research outputs (including but not limited to book chapters, monographs, reports, artistic creations, compositions, exhibitions etc.) in Pure. This should be at the earliest date possible (e.g. upon acceptance if the output is being published).
- 3.10 In accordance with the University's commitment to open research and knowledge exchange, wherever possible, authors are encouraged to maximise the visibility, accessibility and use of other forms of research output by making them available on an OA basis (including but not limited to research data, monographs, video and audio files, code, tools, and creative works).
- 3.11 Authors must, as soon as possible, notify the Pure team within Research & Innovation of any exceptional circumstances affecting their ability to deposit outputs in line with this policy by emailing oa@hud.ac.uk.
- 3.12 Failure to comply with this policy will result in University of Huddersfield authors being reported to the University Research Committee (URC) for non-compliance. Non-compliance may also have consequences in terms of eligibility for the Research Excellence Framework (REF) and funding body sanctions.

4. University Responsibilities

- 4.1 The University supports both Green and Gold routes to achieving OA compliance.
- 4.2 Research & Innovation will administer the UKRI OA Block Grant, which will be used to pay for APCs resulting from UKRI funded research (excluding the UK Space Agency and Innovate UK). This is subject to available funds, compliance with internal and UKRI OA policies, and other criteria detailed within the further guidance (see section 4.5 below).
- 4.3 The University supports OA through Read & Publish agreements, enabling authors to publish Gold OA in eligible journals without personal cost. Participation in specific agreements is subject to financial viability and the outcome of renewal negotiations.
- 4.4 The Pure team within Research & Innovation will support authors to ensure compliance with this policy and the OA policies of funders.
- 4.5 Research & Innovation will supply further guidance and links to relevant funder policies here: <https://staff.hud.ac.uk/research-and-innovation/>

5. Glossary

- 5.1 **Author Accepted Manuscript (AAM):** the final author-created version of the manuscript, which includes any finished changes made as part the peer-review process, that has been accepted for publication by the journal. Documents that have been typeset or copyedited by the publisher (such as proofs or the final published version) are not AAMs, but articles written in a publisher-supplied template are acceptable.
- 5.2 **Article Processing Charges (APCs):** Charges levied by a publisher to publish a research article as Gold OA. Charges can range from hundreds to several thousand pounds per article.
- 5.3 **‘Read & Publish’ agreements:** also known as transformative agreements. This is an agreement between an institution and a publisher whereby the costs required to ‘publish’ OA and the subscription fees that enable ‘read’ access are bundled into a single contract. In practical terms, this means that corresponding authors associated with the participating institution will not incur fees for Gold OA in participating journals.
- 5.4 **Gold OA:** when the final published version of an article (the Version of Record) is freely available on the publisher’s website, even without a journal subscription. This is usually achieved through either the direct payment of an APC, or through a Read & Publish agreement. There are some journals that do not charge fees for Gold OA; this is sometimes distinguished as ‘Diamond OA’.
- 5.5 **Green OA:** delivered primarily via self-archiving in an online repository such as Pure. The output that is deposited is usually the AAM, although in some cases the

publisher allows the final published form to be deposited. If full copyright of the AAM is transferred to the publisher, they will often mandate an embargo period before the AAM is openly accessible; however, this does not apply if 'rights retention' has been implemented.

- 5.6 **Open Access:** making research publications freely available so anyone can benefit from reading and using research and allowing others to re-use the research. Most funders only require peer-reviewed journal articles and conference contributions published with an ISSN to be Open Access, but other types of outputs, such as monographs, can also be published Open Access.
- 5.7 **ORCID ID:** provides a persistent digital identifier that a researcher owns and controls, and that distinguishes researchers from one another.
- 5.8 **Rights retention:** a process by which authors, rather than transferring their entire copyright holder's rights over the AAM to the publisher, can retain sufficient rights to share the manuscript on their own terms. This can be achieved by the author applying a RRS, or if the author is subject to an institutional rights retention policy which automatically retains these rights on their behalf (see section 3.6).
- 5.9 **Rights retention statement (RRS):** A statement authors can include in their manuscript upon submission which states their intent to retain certain rights to the work. This is required by some funders, such as UKRI. An example RRS is as follows: *"For the purposes of open access, the author has applied a Creative Commons Attribution (CC BY) licence to any Accepted Author Manuscript version arising from this submission."*

POLICY SIGN-OFF AND OWNERSHIP DETAILS	
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REVISION HISTORY			
Version	Date	Revision description/Summary of changes	Author
V5.0	Aug 2025	Major redraft (requires URG/URC approval). Introduction of institutional rights retention.	Research Systems & Open Science Manager
V4.0	Nov 2020	Major redraft (requires URG/URC approval)	Open Access Manager
V3.0	Sep 2019	Minor redraft (approved)	Head of Research Intelligence
V2.0	Dec 2017	Major redraft (approved)	Head of Research Intelligence
V1.0	Oct 2014	Original Draft (approved)	Bob Cywinski